

DDSN Capital Budget Issues / Key Resources – May 2015

WHO: Vicki Wingate Wilkes, Capital Budget Director: vwilkes@ddsn.sc.gov; 803-898-9804

- Reports to Tom Waring; Function Between Various Central Office Divisions and District Offices;
- Liaison Between Nonprofits and Governmental Boards and the SC Housing Trust Fund

WHAT: Departmental Directive 200-14-DD, Community Capital Funding

WHEN: Any capital expenditure \$10,000 and above, *regardless of source(s) of funding!*

- Needed whenever program space walls are moved, or
- Needed when provider wishes DDSN participation in project less than \$10,000

Examples of “capital expenditure”:

Purchase of land, purchase or construction of facility, major renovation or repairs, ADA modifications, moving of existing walls or doors, upgrades and installation of mechanical systems, and the pay-off or pay-down of provider-owned or managed (HUD) facilities, and the disposition (sale or other) of facilities, including the repayment or transfer of equity interest.

HOW: Part One

DDSN Capital Application (originated 1988)

Sections 1-13:

Basic Provider Info and Proposed Project / Facility Description /

Proposed Funding Request by Source(s) / Detailed Capital Budget Split by Source(s) /

Projected Annual Operating Budget / Any Loan Provisions / Project Narrative and Statistics /

Detail of Steps for Construction or Major Renovation Needs

Section “Schedule” 14:

Summary of Final Construction / Renovation Costs

Addendum A:

Pre-Purchase Checklist (for CTH-II’s or Other Buildings)

Addendum B:

Justification of Purchase/Construction of a Particular Facility

Addendum C:

Sample Zoning Compliance Letter

Addendum D:

Work Write-Up or Detailed Schedule of Values

Addendum E:

DDSN Prototype - CTH-II Floorplan

Addendum F:

DDSN Egress Standards

Addendum G:

Necessary Real Estate Contract Terms (Ex: “Contingent Upon SCDDSN Approval...”)

***New in FYE15:* Addendum H:**

Fire Sprinkler System Information

HOW – Part Two

DDSN Partnership with the SC Housing Trust Fund:

Reference: www.schousing.com/housing_partners/housing_trust_fund

HTF Awards from FYE93 to Present to DDSN Affiliates:

**Estimated 430 Houses Still Operating Representing
Over \$23 Million in Forgivable Loans**

Two Programs:

- **Group Home Acquisitions (and Any Rehabilitation):**

Maximum 50% Total Development Cost Up to \$75,000

20-Year Forgivable Loan with Mortgage Recorded at County Courthouse

Income Eligibility of Residents: At or Below 50% Median Area Income

DDSN Minimum Match: 25% of Requested HTF Amount

- **Supportive Housing Program:**

Ex: Construction or Purchase of Apartments

Maximum Award: 75% of Total Development Cost Up to \$300,000

20-Year Forgivable Loan with Mortgage Recorded at County Courthouse

Income Eligibility of Residents: At or Below 50% Median Area Income

DDSN Minimum Match: 25% of Requested HTF Amount

Award Cycles:

- **Site-Specific Housing Trust Fund Applications to Vicki Wilkes After DDSN Capital Application Process and DDSN Commitment for Particular Amount**

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- **Four Cycles Per Year for SC State Housing Board Approval:
September, November, March, and June**

Provider Eligibility:

Operative Nonprofit (501(c) (3))

- **HTF Certification Process as a Qualified Nonprofit (Every Other Year)**
 - **DDSN Match**